

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	DDYJ-113-03
		募集締切日： Closing Date	24 Apr 03
		発行日： Date of Issue	18 Apr 03
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) Office Automation Clerk #605 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Defense Distribution Depot Yokosuka, Japan Freight Terminal Team (Code TF) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (<u>4</u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 07:45 – 16:30 (Recess: 12:00-12:45) <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs general office automation duties requiring knowledge of general office automation hardware and software applications. Duties include word processing and may also include other software, such as spreadsheets, databases, graphics, electronic mail, calendars, desktop publishing and similar packages. The work requires skills in operating a personal computer, computer terminal linked to a mainframe or local area network and related equipment such as printers and modems.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience OR 1 year of education in any fields after senior high school or equivalent school. b. Skill in operating personal computer such as MS Word, Excel and PowerPoint. c. Ability to perform general clerical duties. d. Ability to speak read and write English at average proficiency level (LAD-2). Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil *の記入は * Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明する書類の写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Working Schedule and work site are subject to change due to operational requirement.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
・ 担当部署／担当者名 POC DDYJ Command Staff Ms. Tsukada ☎046-821-1911 (Extension/内線: 243-6487)	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	PD No.: DDYJ-D-015LT PD is accurate and current. Certified by Activity: mt HRO at 4/17so4/17 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
提出された応募書類はお返ししません Submitted applications will not be returned.